



100 W. Atlantic Blvd Pompano Beach, FL 33060  
 Phone: 954.786.4679 Fax: 954.786.4666

## Sign Code Compliance Permit

### Application Review Process:

Option 1 (applicant only wants Sign Code review):

Application Type	Step 1	Step 2	Step 3	Step 4
Sign Code Compliance Permit	Submittal to Zoning Division for a complete submittal	Review by the Zoning Division Plan Reviewer	Approval or Rejection Comments (Issued within 30 days)	Submittal to the Building Division for Review/Approval

Option 2 (applicant wants both Sign Code and Building Code review):

Application Type	Step 1	Step 2	Step 3
Sign Code Compliance Permit (Concurrent Review)	Submittal to Building Division for a complete submittal	Review by all necessary Divisions (Zoning, Landscape, Structural, Electrical)	Approval or Rejection Comments (Issued within 30 days)

### APPLICATION SUBMISSION PROCESS:

Upon reception of the SUBMISSION (see below) at the Zoning Inquires counter (or Building Division, if concurrent review is requested), the applicant will be notified within 10 days if the submittal is incomplete. A completed submittal will be assigned to a Zoning Plan Reviewer and the applicant will be contacted within 30 days approving or rejecting the proposal. *If a separate review is conducted, the applicant may submit a building permit application following the approval from Zoning.*

**APPLICATION SUBMISSION: The Zoning Division must have the following information submitted for a comprehensive review in order to render a decision of either conformance or non-conformance to the Sign Code:**

<b>PAPER</b>	<input type="checkbox"/>	Agent authorization letter (if applicable)
	<input type="checkbox"/>	One (1) completed Inventory of Existing Signage & Description of Proposed Sign (pg. 2)
	<input type="checkbox"/>	One (1) completed application with original signatures. (pg. 3)
	<input type="checkbox"/>	One (1) completed Concurrent Submittal Request (if applicable) (pg. 4)
	<input type="checkbox"/>	One (1) completed Exemption Request (pg. 5), identifying the sign type that is exempt from SCCP (if applicable)

**DIGITAL SUBMISSION: The following digital documents are to be submitted for the review by the Zoning Division for Sign Code Compliance to the appropriate Division: (Option 1) digitally on a USB, CD, DVD, (Option 2) applicant may upload the files directly to e-plan into the project number assigned:**

<b>ePLAN</b>	<input type="checkbox"/>	Current survey showing all existing conditions of the site, including easement and the survey date.
	<input type="checkbox"/>	Façade of the building, with dimensions (Architectural Elevation of the building is preferred; however, a photograph of the wall where the sign will be installed can be submitted in place of the architectural rendering.)
	<input type="checkbox"/>	Renderings of the existing façade in color.
	<input type="checkbox"/>	Sign drawings in color, with dimensions of the proposed sign.
	<input type="checkbox"/>	Construction details, including a section of the sign & method of attachment (if applicable)
	<input type="checkbox"/>	Refer to Plan Review Check List for Building Division requirements (if applicable, for Concurrent Reviews)



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## Sign Code Compliance Permit

### Existing Signage

Provide an inventory of the existing signs on the property or business  
*If the applicant is a business / tenant in a multi-tenant building, then only the tenant's signage needs to be provided.  
 If the applicant is a stand-alone business, then all signage on the property must be listed.*

<b>Free-Standing Sign(s)</b>	<b>Material:</b>	<b>Height:</b>	<b>Sign Area:</b>
<b>Total Number*:</b>	<b>Material:</b>	<b>Height:</b>	<b>Sign Area:</b>
	<b>Material:</b>	<b>Height:</b>	<b>Sign Area:</b>
	<b>Material:</b>	<b>Height:</b>	<b>Sign Area:</b>
<b>Flat/ Wall Sign(s)</b>	<b>Material:</b>	<b>Elevation:</b>	<b>Sign Area:</b>
<b>Total Number*:</b>	<b>Material:</b>	<b>Elevation:</b>	<b>Sign Area:</b>
	<b>Material:</b>	<b>Elevation:</b>	<b>Sign Area:</b>
	<b>Material:</b>	<b>Elevation:</b>	<b>Sign Area:</b>

\*Applicant may submit additional supplemental sheets to provide a comprehensive listing of existing signage.

### Proposed Signage (Check all that apply)

<b>Is the sign Illuminated?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<b>Does the sign have Automatic Changeable Copy?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<b>Does the sign use Neon?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	<b>Does the sign have Manual Changeable Copy?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<b>Does the sign use LED?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>			
<b>What is the Sign Type?</b>	Building	<input type="checkbox"/>	Wall	<input type="checkbox"/>	Blade	<input type="checkbox"/>	Monument	<input type="checkbox"/>	Window	<input type="checkbox"/>	Other**	<input type="checkbox"/>
<b>What is the Sign Material?</b>	Metal	<input type="checkbox"/>	Stone	<input type="checkbox"/>	Wood	<input type="checkbox"/>	Plaster	<input type="checkbox"/>	Paint	<input type="checkbox"/>	Other**	<input type="checkbox"/>
<b>Free-Standing Sign</b>	<b>Material:</b>		<b>Height (Top of Sign Structure):</b>				<b>Sign Area:</b>					
<b>Flat/ Wall Sign</b>	<b>Material:</b>		<b>Elevation (N, E, S, W):</b>				<b>Sign Area:</b>					
<b>Describe the Sign Type** &amp; Scope of work</b>												



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## Sign Code Compliance Permit

Property Information		
<b>Street Address:</b>	<b>Folio Number:</b>	<b>Zoning District:</b>
<b>Legal Description</b>		
<b>Subdivision:</b>	<b>Block:</b>	<b>Lot(s):</b>

Contractor or Agent	Landowner (Owner of Record)
<b>Business Name (if applicable):</b>	<b>Business Name (if applicable):</b>
<b>Print Name and Title:</b>	<b>Print Name and Title:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Street Address:</b>	<b>Street Address:</b>
<b>Mailing Address City/ State/ Zip:</b>	<b>Mailing Address City/ State/ Zip:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email:</b>	<b>Email:</b>
<b>Email of ePlan agent (if different):</b>	



**Concurrent Submittal Request**

**This form is only required for applicants who selected Option 2.**

- The Sign Code states that a Sign Code Compliance Permit is required prior to applying for a Building Permit (§156.04 (A), §156.13 (A)).
- By selecting Option 2, the applicant agrees to submit the Sign Code Compliance Permit and the Building Code Permit applications concurrently and to pay the Sign Code Compliance Permit fee and the Building Permit fee.
- The Building Division requires a submittal fee, which is based off the cost of construction. [§152.12 (A) (2)]

**By signing this form, you are requesting the City review the Sign Code Compliance Permit and Building Permit concurrently. Additionally, you acknowledge that any applicable submittal fees are non-refundable.**

Contractor or Agent	Landowner (Owner of Record)
<b>Business Name (if applicable):</b>	<b>Business Name (if applicable):</b>
<b>Print Name and Title:</b>	<b>Print Name and Title:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>
<b>Street Address:</b>	<b>Street Address:</b>
<b>Mailing Address City/ State/ Zip:</b>	<b>Mailing Address City/ State/ Zip:</b>
<b>Phone Number:</b>	<b>Phone Number:</b>
<b>Email:</b>	<b>Email:</b>



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## Sign Code Compliance Permit

### The following signs and activities are exempt from SCCP

(Indicate if you are requesting an exemption based on any of the following sign types, for Zoning Review)

<input type="checkbox"/>	Traffic control devices (Sign Copy might be required to confirm no commercial content in the sign)
<input type="checkbox"/>	Signs that are not designed to be viewed from or are not legible from a vehicle or pedestrian in any a public right-of-way
<input type="checkbox"/>	Government signs on property owned by the CRA, City, Broward County or the State of Florida. (Sign Copy might be required to confirm no commercial content in the sign)
<input type="checkbox"/>	Window displays of merchandise
<input type="checkbox"/>	Point of purchase advertising displays such as candy machines and other product dispensers;
<input type="checkbox"/>	Signs that are required by law to be posted on public or private property
<input type="checkbox"/>	Required address signs and warning signs.
<input type="checkbox"/>	Permanent Window Signs
<input type="checkbox"/>	Window decals such as, but not limited to, those denoting acceptance of credit cards or affiliation with civic groups.
<input type="checkbox"/>	Cornerstones, memorial tablets and other signs built into the wall of a building
<input type="checkbox"/>	Permanent Non-commercial signs that are less than four square feet in sign area. (Sign Copy required to determine if it is a non-commercial sign)
<input type="checkbox"/>	Flags (This is noncommercial flags and sign copy required)
<input type="checkbox"/>	One commercial flag not exceeding 24 square feet in size on premises that are at least 10,000 square feet of land in any nonresidential zoning district, or one commercial flag not exceeding 12 square feet in size on premises that are at least 5,000 square feet of land in any nonresidential zoning district.
<input type="checkbox"/>	Neon tubing, fiber optic cable or similar special effect or architectural lighting provided such lighting does not serve a commercial purpose or convey an advertising message. Displays of linear special effect lighting shall be limited to two parallel lines.
<input type="checkbox"/>	Changing the copy of a sign, bulletin board, case sign, or marquee where no structural or electrical changes are made, or the changing of interchangeable letters on sign designed and intended for use of interchangeable letters.
<input type="checkbox"/>	Repainting, cleaning, or other normal maintenance and general repairs of a sign which does not involve structural or electrical changes. This exemption does not include painting a new wall sign, which requires a Sign Code Compliance Permit.
<input type="checkbox"/>	Temporary Sign Replacing Damaged Sign During City-Declared Disaster
<input type="checkbox"/>	Temporary Sign for Parcel With Active Building Permit if sign is 16 sq ft or smaller AND the sign height is 6 ft or smaller AND the sign is non-illuminated
<input type="checkbox"/>	Temporary Commercial Sign in Nonresidential Zoning Districts
<input type="checkbox"/>	Temporary Non Commercial Signs if sign is 16 sq ft or smaller AND the sign height is 6 ft or smaller AND the sign is non-illuminated
<input type="checkbox"/>	Temporary Real Estate Sign if sign is 16 sq ft or smaller AND the sign height is 6 ft or smaller AND the sign is non-illuminated

**NOTE: Exemption from a Sign Code Compliance Permit does not imply exemption from a Building Permit or the Florida Building Code.**

FOR STAFF USE ONLY (DO NOT WRITE BELOW THIS LINE)			
Printed Name of Reviewer:		Signature of Reviewer:	
		Date:	
Title/Position or Reviewer:		Exempt from requiring to obtain a SCCP	
		Not Exempt from requiring to obtaining a SCCP	
Comments by Reviewer:			